

RIZWAN AHMED

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OBJECTIVE	Being an experienced professional, with more than 7 years track record of progressive achievements in Finance and Accounts, seeking a senior management position for contributing grow knowledge to boost good management practices and support finance & accounts standards.
EDUCATION	<ul style="list-style-type: none">• 2016: BBA (Hons) With Major in Finance, Abasyn University (Peshawar, Pakistan)• 2009: D.com Peshawar, Pakistan• 2007: Matric Peshawar, Pakistan
PROFESSIONAL CERTIFICATION	<ul style="list-style-type: none">• 2022: Institute of Certified Public Accountants of Pakistan (ICPAP) (Finalist)• Post Graduate Diploma in Public Accounting (PGDPA) (ICPAP)• Advanced Diploma in Public Accounting (ADPA) (ICPAP)
SKILLS & ABILITIES	<ul style="list-style-type: none">• Quick Books• Real Estate & Trading Business• Information regarding Products through customer satisfaction• MS Office, Internet, etc.
EXPERIENCE	<p>Account officer Defense Housing Authority Peshawar Peshawar, Pakistan, 05 Feb 2018– To present</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Bank Profit Calculation on Monthly Basis.• Daily Bank Balances Report.• All bank correspondence.• Assisting Internal and External Audit teams.• Maintenance of Fixed Assets Register (Addition, Disposal, Tagging and Depreciation).• Keep track of Performance Securities of Contractors and Suppliers along with Statements. <p>Account officer Star Marketing (Pvt.) Ltd. Peshawar, Pakistan 05 Feb, 2015– To 04 Feb 2018</p>

	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintain books of account all project in KPK • invoice Preparation, Petty Expenses, Payroll Processing, Receipt and Payment Voucher Preparation. • All Bank Correspondence • Customer Receivable report • Administration Duties <p>Warehouse Assistant Hyper mall Peshawar Peshawar, Pakistan April 2014 – Oct, 2015</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Inventory Management. • Report damaged and missing Inventory to supervisor • Update logs and Documentation for Inventory Processing <p>Internship MCB Bank Peshawar, Pakistan June, 2013 – July, 2013</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Account Opening • Clearing Processing
CERTIFICATE AND ACHIEVEMENT	<ul style="list-style-type: none"> • 5th Prize all Pakistan FIRST NATTIONAL INTER UNIVERSITY COMPETITION • 2ND Position in PAKISTAN BROADCAST CORPORATION PESHAWAR • NUTEC NATIONAL UNIVERSITY TECHNOLOGY CONTEST • 3RD POSTION ALL PAKISTAN MEDIA FEST 2021
WORKSHOPS	<ul style="list-style-type: none"> • CHARACTER BUILDING WORKSHOP AT NATIONAL ACCOUNTABILITY BUREAU KPK • HR WORKSHOP AT INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
LANGUAGES	<ul style="list-style-type: none"> • English, Urdu, Pashto,
SPECIALIZATION	<ul style="list-style-type: none"> • Finance